

Oct 06, 2014

SOLICITATION

Reference: German Language Instructor

The American Consulate General in Munich is soliciting quotes for a German Language Instructor. This is not a job offer and is directed at language institutions and teachers willing to teach the German language on an hourly rate basis according to the scope of work requirements. The award will be made in accordance with US Government Regulations.

Please submit offers to the following email address

e-Mail: nixonjd2@state.gov

Or

NobisMW@state.gov

Completed Offers must be received

No later than October 27th, 2014.

Amerikanisches Generalkonsulat

ATTN: Procurement

Königinstraße 5

80539 München

Telefax: (089) 283047

Scope of Work: Language Program 2015

The Post Language Officer (PLO) manages post's language program and serves as the Contracting Officer's Representative (COR) for the contract.

Instruction

Classes will consist of 5 regularly scheduled groups as follows (actual class sizes and proficiency levels subject to change based upon student progress and staffing changes):

- CG Group (FSI Language Skills Speaking/Reading 3+/3+)
 - 4 days per week
 - 45 Minutes per class session
 - 11 class sessions per quarter
 - 1-2 Students per session
 - Classes will generally be held on weekdays between 08:00 and 9:00, but will require Instructor flexibility to reschedule classes as required by the CG's schedule.
- Elementary Proficiency Group (FSI Language Skills Speaking/Reading 1/1)
 - 1 day per week
 - 90 Minutes per class session (2x45min class unit)
 - 11 class sessions per quarter
 - 1-5 Students per session
 - Classes will generally be held on weekdays between 09:00 and 17:00.
- Limited Working Proficiency Group (FSI Language Skills Speaking/Reading 2/2)
 - 1 day per week
 - 90 Minutes per class session (2x45min class unit)
 - 11 class sessions per quarter
 - 1-5 Students per session
 - Classes will generally be held on weekdays between 09:00 and 17:00.
- General Professional Proficiency AM Group (FSI Language Skills Speaking/Reading 3/3)
 - 1 day per week
 - 90 Minutes per class session (2x45min class unit)
 - 11 class sessions per quarter
 - 1-5 Students per session
 - Classes will generally be held on a weekday between 08:00 and 11:00.
- General Professional Proficiency PM Group (FSI Language Skills Speaking/Reading 3/3)
 - 1 day per week
 - 90 Minutes per class session (2x45min class unit)
 - 11 class sessions per quarter

- 1-5 Students per session
- Classes will generally be held on either Monday or Thursday between 13:30 and 16:30.
- RSO Group (FSI Language Skills Speaking/Reading 3/3)
 - 2 day per week
 - 45 Minutes per class session
 - 11 class sessions per quarter
 - 1-2 Students per session
 - Classes will generally be held on weekdays between 8:00 and 9:00.

Schedule: Instruction for Calendar Year 2015 will consist of four 11 week/class quarters beginning no earlier than February 9, 2015. Students may begin/end participation in the program as needed. PLO will determine specific class dates and times in conjunction with instructor and distribute a schedule for language students at the beginning of each 11 week class rotation. PLO may make changes to this schedule as necessary. Instructor and students will be given a minimum of 2-weeks notice for any changes. Any schedule changes or other modifications that affect the contract or scope of work will be approved by the Contracting Officer (CO).

Continuity of Instruction: Instructors will provide instruction to students on continual basis. Instructor substitution or class cancellation permitted due to holiday or sick leave as agreed with PLO.

Class Cancellation: If an instructor is not notified about the absence of an entire class or private class at least twenty-four (24) hours before the class is scheduled, the instructor may request payment for the entire class.

Student Participation: Group class students missing more than three classes in an 11-week period may be removed from class roster at PLO discretion. Individual students missing more than two classes in an 11-week period may be removed from roster at PLO discretion.

Materials Provided

Instructor will deliver instruction in classroom space provided by the Consulate or in classroom provided by contracted school at student preference. Teaching materials such as language textbooks, multimedia devices (DVD, CD, and Internet) and office supplies will be provided by the USG in the Consulate classroom, or by the contracted school in their classrooms. Instructor may utilize Consulate photocopier for student language learning purposes.

Class Assignment

Intake: Employees may apply for participation in the language program at any time for incorporation into existing classes. New classes will begin in February 2015, subject to availability of funds.

Assignment: Based on the Instructors suggestions, the PLO will make class assignments based on student skill level, timing constraints and class availability. Instructors may make short-term temporary changes to facilitate ad-hoc student needs and, subject to PLO approval, class re-assignments.

Instructor Responsibilities

1. Provide German language instruction utilizing materials consistent with FSI learning methods.
2. Assess student language skills for initial, and subsequent, placement into appropriate language class.
3. Work with individual students to set language learning goals and provide quarterly written reports on student performance in meeting those goals.
4. Coordinate with FSI instructors to adequately prepare interested students for the FSI language tests.
5. Combine or substitute classroom instruction with appropriate out-of-classroom language learning opportunities: Distance Learning, Homework, Self-study and Excursions.
6. Submit monthly attendance report and quarterly student progress reports to PLO. Monthly invoices and attendance reports to be submitted to GSO office.
7. Suggest language-learning materials for procurement and improvements in operation of post language program to PLO.

Instructor Qualifications

Education: University degree in teaching, translation, interpretation, or other language-related field, and/or Certified

Instructor of German as a Foreign Language

Experience: 2 years of teaching adults German language.

Language: English Speaking/Reading - 3/3 General Professional Proficiency

German Speaking/Reading - 4/4 Advanced Professional Proficiency

Knowledge/Skills/Abilities: Basic Computer and Internet Literacy. Communications with PLO are generally electronic - email proficiency and accessibility is a must. Instructor must be able to utilize Internet based language materials.

Termination of Contract

The contract can be terminated for the convenience of the Government or default at any time.

Evaluation Criteria

The contractor must meet all requirements listed in Instructor Qualifications and Instructor Responsibilities.